



सत्यमेव जयते

# The Gujarat Government Gazette

## EXTRAORDINARY

### PUBLISHED BY AUTHORITY

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Vol. LXV | THURSDAY, AUGUST 22, 2024 / SRAVANA 31, 1946

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Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

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#### PART IV-A

**Rules and Orders (Other than those published in Parts I, I-A, and I-L) made  
by the Government of Gujarat under the Central Acts**

#### LEGAL DEPARTMENT

#### NOTIFICATION

Sachivalaya, Gandhinagar, 5<sup>th</sup> August, 2024

#### CONSTITUTION OF INDIA.

**No. GK/59/2024/MIS/102023/3108/D:-** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and the recommendation made by Hon'ble High Court of Gujarat, the Governor of Gujarat hereby amends The Non-Judicial Officers and Staff of the Courts (Recruitment and Conditions of Service) Rules, 2017, namely.

1. (1.) These rules may be called the The Non-Judicial Officers and Staff of the Courts (Recruitment and Conditions of Service) (amendment) Rules, 2024.  
(2.) They shall come into force on the date of their publication in the *Official Gazette*.
2. In the Non-Judicial Officers and Staff of the Courts (Recruitment and Conditions of Service) Rules, 2017, in SCHEDULE-B,-
  - (a) under the Heading "CITY CIVIL COURT, AHMEDABAD",-
    1. (i) for entries at Sr. No. 13 and 14, the following entries shall be substituted respectively, namely:-

## CITY CIVIL COURT. AHMEDABAD

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
<b>NON-GAZETTED CLASS-III</b>						
13	Assistant (Jr.Clerk) /Board Typist/ Typist - cum-Clerk	Assistant	<p>i) 15% of Posts By Promotion, on the basis of past performance, proved merits and efficiency.</p> <p>ii) 10% of posts shall be filled by transfer</p> <p>iii) 75% of Posts by Direct Recruitment on the basis of Competitive Examination.</p> <p>iv) if any eligible candidate is not available from Peon by way of promotion, the said vacancies may be filled up from the Bailiff by way of transfer and vice-versa i.e. if any eligible candidate is not available from Bailiff by way of transfer, the said vacancies may be filled up from the Peon by way of Promotion, by maintaining respective quotas of Peon and Bailiff in</p>	<p>I) by promotion of person working in Class-IV services</p> <p>ii) by transfer of person working as Process Server /Bailiff, (Class-III)</p>	<p>i) For direct recruitment, A candidate shall have attained the age of 21 years and must not have attained the age of 35 years on the date specified in the advertisement</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government</p> <p>iii) 5000 key depression on computer in English and/or Gujarati</p> <p>iv) Possess Basic Knowledge of Computer as prescribed by the Government. sufficient knowledge of English, Gujarati and Hindi.</p>	<p>Not less than 05 years jointly or separately in feeder cadre. And must possess the qualifications</p> <p>-(ii) to (v) prescribed for direct recruitment</p>

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
			<p>future as and when further vacancies will arise.</p> <p>(v) In case of non-availability of eligible candidates from Promotion and Cadre Transfer to the post of Assistant, then the same may be filled up from Direct Recruitment, by maintaining the respective quota of Peon and Bailiff and direct recruits in future.</p>			
14	Xerox Operator	Xerox Operator	By Promotion, on the basis of past performance, proved merits and efficiency.	By posting of Bailiff	<p>i) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government.</p> <p>ii) Possess Basic Knowledge of Computer as prescribed by</p>	-

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					the Government.  iii) sufficient knowledge of English, Gujarati and Hindi.  iv) Sufficient knowledge of operation of Xerox Machine and its maintenance.	
(ii) for entries at Sr. No. 16 to 19, the following entries shall be substituted respectively, namely:-						
16	Bailiff	Process Server/ Bailiff	i) <b>50%</b> of Posts by Promotion, on the basis of efficiency and past performance  ii) <b>50%</b> of Posts by Direct Recruitment on the basis of Competitive Examination.  <b>iii) In case of non-availability of eligible candidates from feeder cadre in Promotion process, then the same may be filled up from Direct Recruitment by</b>	For Promotion:  Class-IV Services (Class-IV)	Direct Recruitment: i) For direct recruitment, a candidate shall have attained the age of 18 years and must not have attained the age of 33 years on the date as specified in the advertisement  ii) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government.  iii) Possess knowledge of	Not less than 05 years in feeder cadre and must possess the qualifications -(ii) to (v) prescribed for direct recruitment

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
			<b>maintaining the respective quota of feeder cadre and direct recruitees in future.</b>		driving Cycle/ Two Wheelers.  iv) Sufficient knowledge of Gujarati and / or Hindi.  v) Possess Basic Knowledge of Computer as prescribed by the Government.	
<b>NON-GAZETTED. CLASS IV</b>						
17	Havildar	Havildar	By Promotion	i) Naik ii) Peon / Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant- Domestic Attendant (Class-IV)		Not less than <b>03</b> years jointly or separately in feeder cadre
18	Book Binder/Filer/Court Keeper	Book Binder/ Filer/Court Keeper	By Promotion	i) Naik ii) Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant- Domestic Attendant	Possess adequate knowledge of Book Binding work such as folding, gathering, counting, wrapping, envelope making	Not less than <b>03</b> years jointly or separately in feeder cadre
19	Naik	Naik	By Promotion	Peon/ Watchman/ Jail Warder/	---	Not less than <b>02</b> years in feeder cadre

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
				Sweeper/ Water Server/ Liftman/ Home attendant- Domestic Attendant		

(b) under the Heading “FAMILY COURTS”, -

(i) for entries at Sr. No. 11 and 12, the following entries shall be substituted respectively, namely:-

**FAMILY COURTS**

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
<b><u>NON-GAZETTED CLASS-III</u></b>						
11	Assistant (Jr.Clerk) /Board Typist/ Typist - cum-Clerk	Assistant	<p>i) 15% of Posts By Promotion, on the basis of past performance, proved merits and efficiency.</p> <p>ii) 10% of posts shall be filled by transfer</p> <p>iii) 75% of Posts by Direct Recruitment on the basis of Competitive Examination.</p> <p>iv) if any eligible candidate is not available from Peon by way of promotion, the said vacancies</p>	<p>i) by promotion of person working in Class-IV services</p> <p>ii) by transfer of person working as Process Server / Bailiff, (Class-III)</p>	<p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 35 years on the date specified in the advertisement</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the</p>	<p>Not less than 05 years <b>jointly or separately</b> in feeder cadre. and must possess the qualifications -(ii) to (v) prescribed for direct recruitment</p>

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
			<p>may be filled up from the Bailiff by way of transfer and vice-versa i.e. if any eligible candidate is not available from Bailiff by way of transfer, the said vacancies may be filled up from the Peon by way of Promotion, by maintaining respective quotas of Peon and Bailiff in future as and when further vacancies will arise.</p> <p>(v) In case of non-availability of eligible candidates from Promotion and Cadre Transfer to the post of Assistant, then the same may be filled up from Direct Recruitment, by maintaining the</p>		<p>University Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government</p> <p>iii) 5000 key depression on computer in English and/or Gujarati</p> <p>iv) Possess Basic Knowledge of Computer as prescribed by the Government.</p> <p>v) sufficient knowledge of English, Gujarati and Hindi.</p>	

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
			<b>respective quota of Peon and Bailiff and direct recruitees in future.</b>			
12	Xerox Operator	Xerox Operator	By Promotion, on the basis of past performance, proved merits and efficiency.	<b>By posting of Bailiff</b>	i) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government. ii) Possess Basic Knowledge of Computer as prescribed by the Government. iii) sufficient knowledge of English, Gujarati and Hindi. iv) Sufficient knowledge of operation of Xerox Machine and its maintenance.	-
14	Bailiff	Process Server/ Bailiff	i) <b>50%</b> of Posts by Promotion, on the basis of efficiency and past performance	For Promotion:  Class-IV Services (Class-IV)	Direct Recruitment: i) For direct recruitment, a candidate shall have attained the age of 18 years and must not have	Not less than 05 years in feeder cadre and must possess the qualifications -(ii) to (v) prescribed for



Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
			<p>ii) <b>50%</b> of Posts by Direct Recruitment on the basis of Competitive Examination.</p> <p>iii) <b>In case of non-availability of eligible candidates from feeder cadre in Promotion process, then the same may be filled up from Direct Recruitment , by maintaining the respective quota of feeder cadre and direct recruitees in future.</b></p>		<p>attained the age of 33 years on the date as specified in the advertisement</p> <p>ii) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government.</p> <p>iii) Possess knowledge of driving Cycle/ Two Wheelers.</p> <p>iv) Sufficient knowledge of Gujarati and / or Hindi.</p> <p>v) Possess Basic Knowledge of Computer as prescribed by the Government.</p>	direct recruitment
<b>NON-GAZETTED. CLASS IV</b>						
15	Havildar	Havildar	By Promotion	<p>i) Naik</p> <p>ii) Peon / Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/Home attendant-</p>		Not less than <b>03</b> years jointly or separately in feeder cadre

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
				Domestic Attendant (Class-IV)		
16	Book Binder/Filer/Court Keeper	Book Binder/Filer/Court Keeper	By Promotion	i) Naik ii) Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant- Domestic Attendant	Possess adequate knowledge of Book Binding work such as folding, gathering, counting, wrapping, envelope making	Not less than <b>03</b> years jointly or separately in feeder cadre
17	Naik	Naik	By Promotion	Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant- Domestic Attendant	---	Not less than <b>02</b> years in feeder cadre

(c) under the Heading “**DISTRICT COURTS**”,-

(i) for entries at Sr. No. 05 and 06, the following entries shall be substituted respectively, namely: -

### **DISTRICT COURTS**

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
<b>GAZETTED OFFICERS, CLASS-II</b>						
5	English Stenographer Grade-I	English Stenographer Grade-II	<p>(i) 50% of Posts By promotion of a suitable person on the basis of efficiency and past performance.</p> <p>(ii) 50% of Posts by Direct Recruitment on the basis of the competitive Examination.</p> <p><b>(iii) In case of non availability of eligible Candidate from the feeder cadre through promotional process, by direct recruitment, by maintaining the respective quota of feeder cadre and direct recruits in future.</b></p>	For promotion :-  English Stenographer Grade-III	<p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 40 years on the date specified in the advertisement.</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by</p>	Not less than <u>07 years</u> in feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>the Government.</p> <p>iii) possess Speed of 120 W.P.M. in English Short Hand for dictation of two paragraphs each of 04 minutes and Transcription thereof in Typing in 50 minutes.</p> <p>iv) sufficient knowledge of English, Gujarati and Hindi Language.</p> <p>v) Basic knowledge of computer as prescribed by the Government.</p>	
6	Gujarati Stenographer Grade-I	Gujarati Stenographer Grade-II	<p>(i) 50% of Posts By promotion of a suitable person on the basis of efficiency and past performance.</p> <p>(ii) 50% of Posts by Direct Recruitment on the basis of the competitive Examination</p>	For promotion :- Gujarati Stenographer Grade-III	<p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 40 years on the date specified in the advertisement</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or</p>	Not less than <u>07 years</u> in feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
			(iii) In case of non availability of eligible Candidate from the feeder cadre through promotional process, by direct recruitment, by maintaining the respective quota of feeder cadre and direct recruitees in future.		<p>incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government.</p> <p>iii) possess Speed of 90 W.P.M. in Gujarati Short Hand for dictation of two paragraphs each of 04 minutes and Transcription thereof in Typing in 75 minutes.</p> <p>iv) sufficient knowledge of English, Gujarati and Hindi Language.</p> <p>v) Basic knowledge of computer as</p>	

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					prescribed by the Government.	

(ii) for entry at Sr. No. 09, the following entry shall be substituted, namely:-

**NON-GAZETTED CLASS-III**

9	Gujarati Stenographer Grade-II	Gujarati Stenographer Grade-III	By Direct Recruitment, on the basis of Competitive Examination	---	<p>i) A candidate shall have attained the age of 21 years and must not have attained the age of 35 years on the date specified in the advertisement.</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent</p>	---
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Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>qualification recognized by the Government.</p> <p>iii) possess Speed of 75 W.P.M. in <b>Gujarati</b> Short Hand for dictation of two paragraphs each of 04 minutes and Transcription thereof in Typing in 60 minutes.</p> <p>iv) sufficient knowledge of English, Gujarati and Hindi Language</p> <p>v) Basic knowledge of computer as prescribed by the Government.</p>	

(iii) for entries at Sr. No. 13 and 14, the following entries shall be substituted respectively, namely:-

13	Assistant (Jr.Clerk) /Board Typist/ Typist - cum- Clerk Assistant	Assistant	<p>i) 15% of Posts By Promotion, on the basis of past performance, proved merits and efficiency.</p> <p>ii) 10% of posts shall be</p>	I) by promotion of person working in Class-IV services	<p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 35 years on the date</p>	<p>Not less than 05 years <b>jointly or separately</b> in feeder cadre. and must possess the qualifications -(ii) to (v) prescribed for</p>
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Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
			filled by transfer  iii) 75% of Posts by Direct Recruitment on the basis of Competitive Examination.  iv) if any eligible candidate is not available from Peon by way of promotion, the said vacancies may be filled up from the Bailiff by way of transfer and vice-versa i.e. if any eligible candidate is not available from Bailiff by way of transfer, the said vacancies may be filled up from the Peon by way of Promotion, by maintaining respective quotas of Peon and Bailiff in future as and when	ii) by transfer of person working as Process Server / Bailiff, (Class-III)	specified in the advertisement  ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government  iii) 5000 key depression on computer in English and/or Gujarati  iv) Possess Basic Knowledge of Computer as prescribed by the Government.  v) sufficient knowledge of English,	direct recruitment



Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
			<p><b>further vacancies will arise.</b></p> <p><b>(v) In case of non-availability of eligible candidates from Promotion and Cadre Transfer to the post of Assistant, then the same may be filled up from Direct Recruitment, by maintaining the respective quota of Peon and Bailiff and direct recruits in future.</b></p>		Gujarati and Hindi.	
14	Xerox Operator	Xerox Operator	By Promotion, on the basis of past performance, proved merits and efficiency.	<b>By posting of Bailiff</b>	<p>i) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government.</p> <p>ii) Possess Basic Knowledge of Computer as prescribed by</p>	-

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					the Government.  iii) sufficient knowledge of English, Gujarati and Hindi.  iv) Sufficient knowledge of operation of Xerox Machine and its maintenance.	

(iv) for entries at Sr. No. 16 to 19, the following entries shall be substituted respectively, namely:-

“16	Bailiff	Process Server/ Bailiff	<p>i) <b>50%</b> of Posts by Promotion, on the basis of efficiency and past performance</p> <p>ii) <b>50%</b> of Posts by Direct Recruitment on the basis of Competitive Examination.</p> <p><b>iii) In case of non-availability of eligible candidates from feeder cadre in Promotion process, then the same may be filled up from Direct Recruitment , by</b></p>	<p>For Promotion:</p> <p>Class-IV Services (Class-IV)</p>	<p>Direct Recruitment:</p> <p>i) For direct recruitment, a candidate shall have attained the age of 18 years and must not have attained the age of 33 years on the date as specified in the advertisement</p> <p>ii) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as</p>	<p>Not less than 05 years in feeder cadre and must possess the qualifications -(ii) to (v) prescribed for direct recruitment</p>
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Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
			<b>maintaining the respective quota of feeder cadre and direct recruitees in future.</b>		such by the Government.  iii) Possess knowledge of driving Cycle/ Two Wheelers.  iv) Sufficient knowledge of Gujarati and / or Hindi.  v) Possess Basic Knowledge of Computer as prescribed by the Government.	
<b>NON-GAZETTED. CLASS IV</b>						
17	Havildar	Havildar	By Promotion	i) Naik  ii) Peon / Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/Home attendant-Domestic Attendant	---	Not less than <b>03</b> years jointly or separately in feeder cadre
18	Book Binder/Filer/Court Keeper	Book Binder/Filer/Court Keeper	By Promotion	i) Naik  ii) Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant-Domestic Attendant	Possess adequate knowledge of Book Binding work such as folding, gathering, counting, wrapping, envelope making	Not less than <b>03</b> years jointly or separately in feeder cadre
19	Naik	Naik	By Promotion	Peon/ Watchman/ Jail Warder/	---	Not less than <b>02</b> years in feeder cadre

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
				Sweeper/ Water Server/ Liftman/ Home attendant- Domestic Attendant		

(d) under the Heading “**SMALL CAUSE COURTS, AHMEDABAD**”, -

(i) for entries at Sr. No. 07 and 08, the following entries shall be substituted respectively, namely: -

**SMALL CAUSE COURTS, AHMEDABAD**

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
<b><u>NON-GAZETTED CLASS-III</u></b>						
“7	Assistant (Jr.Clerk) /Board Typist/ Typist - cum-Clerk	Assistant	<p>i) 15% of Posts By Promotion, on the basis of past performance, proved merits and efficiency.</p> <p>ii) 10% of posts shall be filled by transfer</p> <p>iii) 75% of Posts by Direct Recruitment on the basis of Competitive Examination.</p> <p>iv) if any eligible candidate is not available from Peon by way of promotion, the said vacancies may be filled up from the Bailiff by way of transfer and vice-versa i.e. if any eligible candidate is</p>	<p>i) by promotion of person working in Class-IV services</p> <p>ii) by transfer of person working as Process Server / Bailiff, (Class-III)</p>	<p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 35 years on the date specified in the advertisement</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by</p>	<p>Not less than 05 years <b>jointly or separately</b> in feeder cadre. and must possess the qualifications -(ii) to (v) prescribed for direct recruitment</p>

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
			<p>not available from Bailiff by way of transfer, the said vacancies may be filled up from the Peon by way of Promotion, by maintaining respective quotas of Peon and Bailiff in future as and when further vacancies will arise.</p> <p>(v) In case of non-availability of eligible candidates from Promotion and Cadre Transfer to the post of Assistant, then the same may be filled up from Direct Recruitment, by maintaining the respective quota of Peon and Bailiff and direct recruits in future.</p>		<p>the Government</p> <p>iii) 5000 key depression on computer in English and/or Gujarati</p> <p>iv) Possess Basic Knowledge of Computer as prescribed by the Government.</p> <p>v) sufficient knowledge of English, Gujarati and Hindi.</p>	

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
8	Xerox Operator	Xerox Operator	By Promotion, on the basis of past performance, proved merits and efficiency.	<b>By posting of Bailiff</b>	i) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government. ii) Possess Basic Knowledge of Computer as prescribed by the Government. iii) sufficient knowledge of English, Gujarati and Hindi. iv) Sufficient knowledge of operation of Xerox Machine and its maintenance.	-

(ii) for entries at Sr. No. 10 and 13, the following entries shall be substituted respectively, namely:-

10	Bailiff	Process Server/ Bailiff	i) <b>50%</b> of Posts by Promotion, on the basis of efficiency and past performance  ii) <b>50%</b> of Posts by Direct Recruitment on the basis	For Promotion:  Class-IV Services (Class-IV)	Direct Recruitment: i) For direct recruitment, a candidate shall have attained the age of 18 years and must not have attained the age of 33 years on the date as	Not less than 05 years in feeder cadre and must possess the qualifications -(ii) to (v) prescribed for direct recruitment
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Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
			of Competitive Examination.  <b>iii) In case of non-availability of eligible candidates from feeder cadre in Promotion process, then the same may be filled up from Direct Recruitment, by maintaining the respective quota of feeder cadre and direct recruits in future.</b>		specified in the advertisement  ii) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government.  iii) Possess knowledge of driving Cycle/ Two Wheelers.  iv) Sufficient knowledge of Gujarati and / or Hindi.  v) Possess Basic Knowledge of Computer as prescribed by the Government.	
<b>NON-GAZETTED. CLASS IV</b>						
11	Havildar	Havildar	By Promotion	i) Naik ii) Peon / Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/Home attendant- Domestic Attendant	---	Not less than <b>03</b> years jointly or separately in feeder cadre
12	Book Binder/Filer/Court Keeper	Book Binder/Filer/Court Keeper	By Promotion	i) Naik ii) Peon/ Watchman/ Jail Warder/	Possess adequate knowledge of Book Binding work such as	Not less than <b>03</b> years jointly or separately in feeder cadre



Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
				Sweeper/ Water Server/ Liftman/ Home attendant- Domestic Attendant	folding, gathering, counting, wrapping, envelope making	
13	Naik	Naik	By Promotion	Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant- Domestic Attendant		Not less than <b>02</b> years in feeder cadre

(e) under the Heading “Chief Judicial Magistrate, Ahmedabad City”,-

(i) for entries at Sr. No. 07 to 13, the following entries shall be substituted respectively, namely: -

### **CHIEF JUDICIAL MAGISTRATE, AHMEDABAD CITY**

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
<b><u>NON-GAZETTED CLASS-III</u></b>						
7	Assistant (Jr.Clerk) /Board Typist/ Typist - cum-Clerk	Assistant	<p>i) 15% of Posts By Promotion, on the basis of past performance, proved merits and efficiency.</p> <p>ii) 10% of posts shall be filled by transfer</p> <p>iii) 75% of Posts by Direct Recruitment on the basis of Competitive Examination.</p> <p>iv) if any eligible candidate is not available from Peon by way of promotion, the said vacancies may be filled up from the Bailiff by way of transfer and vice-versa i.e. if any eligible candidate is not</p>	<p>i) by promotion of person working in Class-IV services</p> <p>ii) by transfer of person working as Process Server / Bailiff, (Class-III)</p>	<p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 35 years on the date specified in the advertisement</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by</p>	<p>Not less than 05 years <b>jointly or separately</b> in feeder cadre. and must possess the qualifications -(ii) to (v) prescribed for direct recruitment</p>

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
			<p>available from Bailiff by way of transfer, the said vacancies may be filled up from the Peon by way of Promotion, by maintaining respective quotas of Peon and Bailiff in future as and when further vacancies will arise.</p> <p>(v) In case of non-availability of eligible candidates from Promotion and Cadre Transfer to the post of Assistant, then the same may be filled up from Direct Recruitment, by maintaining the respective quota of Peon and Bailiff and direct recruits in future.</p>		<p>the Government</p> <p>iii) 5000 key depression on computer in English and/or Gujarati</p> <p>iv) Possess Basic Knowledge of Computer as prescribed by the Government.</p> <p>v) sufficient knowledge of English, Gujarati and Hindi.</p>	

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
8	Xerox Operator	Xerox Operator	By Promotion, on the basis of past performance, proved merits and efficiency.	<b>By posting of Bailiff</b>	i) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government. ii) Possess Basic Knowledge of Computer as prescribed by the Government. iii) sufficient knowledge of English, Gujarati and Hindi. iv) Sufficient knowledge of operation of Xerox Machine and its maintenance.	-
10	Bailiff	Process Server/ Bailiff	i) <b>50%</b> of Posts by Promotion, on the basis of efficiency and past performance ii) <b>50%</b> of Posts by Direct Recruitment on the basis of Competitive Examination.	For Promotion:  Class-IV Services (Class-IV)	Direct Recruitment: i) For direct recruitment, a candidate shall have attained the age of 18 years and must not have attained the age of 33 years on the date as specified in the advertisement ii) Must pass Higher	Not less than 05 years in feeder cadre and must possess the qualifications -(ii) to (v) prescribed for direct recruitment

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
			iii) In case of non-availability of eligible candidates from feeder cadre in Promotion process, then the same may be filled up from Direct Recruitment, by maintaining the respective quota of feeder cadre and direct recruits in future.		<p>Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government.</p> <p>iii) Possess knowledge of driving Cycle/ Two Wheelers.</p> <p>iv) Sufficient knowledge of Gujarati and / or Hindi.</p> <p>v) Possess Basic Knowledge of Computer as prescribed by the Government.</p>	
<b>NON-GAZETTED. CLASS IV</b>						
11	Havildar	Havildar	By Promotion	i) Naik ii) Peon / Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/Home attendant-Domestic Attendant (Class-IV)		Not less than <b>03</b> years jointly or separately in feeder cadre
12	Book Binder/Filer/Court Keeper	Book Binder/Filer/Court Keeper	By Promotion	i) Naik ii) Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home	Possess adequate knowledge of Book Binding work such as folding, gathering, counting, wrapping,	Not less than <b>03</b> years jointly or separately in feeder cadre

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
				attendant-Domestic Attendant	envelope making	
13	Naik	Naik	By Promotion	Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant-Domestic Attendant		Not less than <b>02</b> years in feeder cadre

By order and in the name of the Governor of Gujarat,

**R. D. MAHETA,**  
Deputy Secretary to Government.

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